



POLICY NO. 87 DATA PROTECTION POLICY

1.0 PURPOSE

- 1.1** The purpose of the policy is to provide guidelines and provisions to ensure the municipality gathers, stores and handles data fairly, transparently and with respect towards individual rights.

2.0 SCOPE

- 2.1** This policy refers to all parties (employees, elected officials, volunteers, etc.) who provide information to us.

3.0 DATA COLLECTION

- 3.1** The Municipality collects offline and online data information in a transparent way. Once this information is available to us, the following rules apply.
- 3.2** Our data will be:
 - 3.2.1** Accurate and kept up-to-date.
 - 3.2.2** Collected fairly and for lawful purposes only.
 - 3.2.3** Processed by the Municipality within its legal and moral boundaries.
 - 3.2.4** Protected against any unauthorized or illegal access by internal or external parties.
- 3.3** Our data will not be:
 - 3.3.1** Communicated informally.
 - 3.3.2** Transferred to organizations or other levels of government unless it is deemed necessary by the Chief Administrative Officer.
- 3.4** In addition to ways of handling the data the Municipality will:
 - 3.4.1** Have provisions in cases of lost, corrupted, or compromised data.
 - 3.4.2** Allow people to request that we modify, erase, reduce or correct data contained in our databases.

4.0 CLASSIFICATION TIERS

4.1 Classification tiers for stored data shall be:

4.1.1 Tier 1 (highest classification): if compromised, may cause exceptional damage to individual or municipal interests, or public trust.

4.1.2 Tier 2: if compromised, may cause serious damage to individual or municipal interests, or public trust.

4.1.3 Tier 3 (lowest classification): if compromised, may damage individual or municipal interests, or public trust.

4.1.4 All other information that, if compromised, is not likely to cause damage to individual or municipal interests or the public trust.

5.0 ACTIONS

5.1 To exercise data protection, we are committed to:

5.1.1 Restrict and monitor access to sensitive data.

5.1.2 Develop transparent data collection procedures.

5.1.3 Train employees in online privacy and security measures.

5.1.4 Build secure networks to protect online data from cyberattacks.

5.1.5 Establish clear procedures for reporting privacy breaches or data misuse.

5.1.6 Include contract clauses or communicate statements on how we handle data.

5.1.7 Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorization etc.).

6.0 DISCIPLINARY ACTION

6.1 All principles described in this policy must be strictly followed. A breach of data protection guidelines could result in disciplinary and possibly legal action.

Clerk’s Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider	January 9, 2024
Date of Passage of current Policy	January 23, 2024
I certify that this Policy No. 87 “Data Protection Policy” was amended by Council as indicated above.	
_____	_____
Lesa Rossetti Municipal Clerk	Date

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1	Approved Policy of Council	CAO	Council	August 23, 2021
2	Amendments to Section 2.1 and added new Section 4.0. Remaining sections renumbered	CAO	Council	January 23, 2024